

From: LV-NCRFO-Room-LPC-602-Palo_Verde
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: Discuss GAP assessment
Start Date/Time: Tue 8/12/2014 4:00:00 PM
End Date/Time: Tue 8/12/2014 5:00:00 PM

Your request was accepted.

Sent by Microsoft Exchange Server 2013

To: Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]
Cc: Cherepy, Andrea[Cherepy.Andrea@epa.gov]
From: Askren, Daniel R.
Sent: Mon 8/11/2014 8:54:56 PM
Subject: NCRFO Gap Analysis report
[Gap Analysis NCRFO REPORT DCB 20140811a.docx](#)

Attached please find the NCRFO Gap Analysis report.

Dan Askren

RadNet Real-Time Air Monitoring Program Operations Manager

National Analytical Radiation Environmental Laboratory

U.S. Environmental Protection Agency

540 S. Morris Ave.

Montgomery, AL 36115

334-270-3422

To: Askren, Daniel R.[Askren.Dan@epa.gov]
Cc: Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Griggs, John[Griggs.John@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Thur 7/31/2014 9:09:46 PM
Subject: FW: Draft Gap Analysis Report

Dan –

We are very anxious to receive the Gap Analysis Draft Report from the EME contractor – which we were supposed to receive yesterday. Can I please ask you to check on the status of this report and get back to me and Ron about when we can expect to receive it?

Thank you so much!

Andrea

From: Baer, Alejandra M.
Sent: Thursday, July 31, 2014 7:03 AM
To: Stafford, Andrea
Subject: FW: Draft Gap Analysis Report

FYI

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

From: Baer, Alejandra M.
Sent: Thursday, July 31, 2014 6:34 AM
To: Askren, Daniel R.
Subject: Draft Gap Analysis Report

Hi Dan,

I wanted to follow up and see if you'd received the gap analysis report from Dave Burns...which we thought was to be submitted yesterday. Please let me know what the status is and when we should anticipate receipt of the report. Thanks!

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

To: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]; Johnson, Jeremy[Johnson.Jeremy@epa.gov]; Dempsey, Gregg D.[Dempsey.Gregg@epa.gov]
From: Stafford, Andrea
Sent: Tue 7/29/2014 5:59:59 PM
Subject: Quality Gap Analysis: Action Items
[Quality Gap Analysis Action Items.xlsx](#)

Folks –

As we discussed last week, I have developed a single spreadsheet that we can use to track actions we have identified in response to the Gap Analysis. Please update as needed/appropriate and send back to me. I'll update and then make sure that we're all using one master spreadsheet. We should be receiving the draft report from Dave Burns tomorrow – so we may add items to this spreadsheet.

Thanks!!

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

To: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Johnson, Jeremy[Johnson.Jeremy@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]; Dempsey, Gregg D.[Dempsey.Gregg@epa.gov]
From: Stafford, Andrea
Sent: Mon 7/21/2014 10:31:22 PM
Subject: Objectives for Gap Analysis Results
[Quality Gap Analysis.docx](#)

Folks –

Please see the attached document that Alex and I pulled together from our Gap Analysis Exit Briefing notes. This should provide some context for our meeting tomorrow.

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

To: Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]
From: Johnson, Jeremy
Sent: Mon 7/14/2014 4:51:13 AM
Subject: Data gap analysis - bldg B and scanner van

On friday Gary showed me around Building B to show me some of the work he did in preparation for the data gap analysis. This was in response to our call on thursday when it was recommended that we put some equipment on display. He set up tables in the hallway and placed various pieces of equipment and ppe on the tables. Although I understand that we will be showing the auditor our field instruments in the shop where our D kits had been placed for training, Gary pulled out a couple handhelds. I turned them on and they are operational. While I'm unsure how Bldg B will show because of its overall condition that we have little control over, I think a lot of progress has been made especially in the air sampler warehouse.

Also, the scanner van is back. I understand that the IT work will be completed on Monday and ready Tuesday. Gary has the scanner van logbook and reports from the proficiency tests.

Talk to you in the morning.
Jeremy

To: Elkouz, Sandra[Elkouz.Sandra@epa.gov]; Matthews, Christine-May[Matthews.Christine-May@epa.gov]; Brooks, Natalia A.[Brooks.Natalia@epa.gov]; Messer, Michael R.[Messer.Michael@epa.gov]; Spradlin, Gary[spradlin.gary@epa.gov]; Faller, Scott H.[Faller.Scott@epa.gov]; Sells, Mark D.[Sells.Mark@epa.gov]; Chatila, Malek A.[Chatila.Malek@epa.gov]; Budd Greg J.[Budd.Greg@epa.gov]
Cc: Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Dempsey, Gregg D.[Dempsey.Gregg@epa.gov]; Goodman, Roger[Goodman.Roger@epa.gov]
From: Johnson, Jeremy
Sent: Fri 7/11/2014 8:57:58 PM
Subject: SOP revisions reminder
[Responseto361810comments.xlsx](#)

ROs and TRs,

As a reminder, many of our SOPs are approaching their one year review cycle and consistent with RFO-101, "All procedures shall be reviewed at least annually from the effective date of the procedure..." To maintain consistency with our QA program, ROs and TRs should begin reviewing their SOPs (if you haven't started already) and start making changes to the SOPs, if necessary. Based on what we learned/observed during our recent SOP training, SOP reassignments, and internal assessments, we already know of a number of changes to make to our existing SOPs. In addition, I am resending the RPR361 and 810 informal assessment response to comments, which may contain comments and responses that are applicable to your SOP.

In light of the pending gap analysis and external assessment and other priorities, ROs and TRs should work with their respective supervisor on setting completion timeframes. Also, as a reminder, please coordinate SOP reviews and revisions with Roger, CRPR QAC.

Jeremy

To: David Burns[dburns@atsofcolorado.com]
Cc: Askren, Daniel R.[Askren.Dan@epa.gov]; Griggs, John[Griggs.John@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Fri 7/11/2014 8:25:07 PM
Subject: Logistics for NCRFO Gap Assessment

Dave –

We look forward to meeting you and working with you on NCRFO's Gap Assessment next week.

Some final logistics:

Our address (just so you have it in an email) is 4220 S. Maryland Parkway, Building C. We are basically at the intersection of Maryland Parkway and Flamingo Road. The name of our business complex (which can be seen from Maryland Parkway) is La Plaza Business Center. Please come to the very back of the complex and park in the back (you should be able to see the residential road behind our building). We are located in Building C which is the building on the north side of the complex. The door which faces the residential street is the only door that is accessible to the public. Once you enter the building, our receptionist Linda will badge you and then notify me that you have arrived.

If you have any questions prior to arriving at our facility, please feel free to call me on my work cell phone, 702-460-8398 or my personal cell.

Ex. 6 - Personal Privacy

Thanks and see you Monday!!

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

To: David Burns[dburns@atsofcolorado.com]; Griggs, John[Griggs.John@epa.gov]; Askren, Daniel R.[Askren.Dan@epa.gov]; Cherepy, Andrea[Cherepy.Andrea@epa.gov]
Cc: Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]; Johnson, Jeremy[Johnson.Jeremy@epa.gov]
From: Stafford, Andrea
Sent: Fri 7/11/2014 8:17:13 PM
Subject: Updated NCRFO Gap Assessment Schedule and NCRFO Organizational Chart
[CRPR Gap Assessment Proposed Final Agenda.docx](#)
[NCRFOJuly2014OrgChart.doc](#)

Folks –

Please find attached the proposed final schedule for next week's Gap Assessment of NCRFO's ER/field, scanner van and RadNet deployable operations. I have also attached NCRFO's updated organizational chart.

If you have any questions, please feel free to contact me.

Thanks so much -

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Thur 7/10/2014 9:03:35 PM
Subject: Fw: Gap Analysis

Ron -

I think your invite indicates an all day meeting. Still getting the hang of this blackberry!

Meeting starts at 2:30

Sent from my BlackBerry 10 smartphone.

Andrea, I do not see an invite. Did you include me?

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Stafford, Andrea
Sent: Thursday, July 10, 2014 12:38 PM
To: Fraass, Ron
Subject: Gap Analysis

Ron -

The call with NAREL and Dave Burns went well. Based on our discussion, I will update the proposed schedule slightly and send out to folks tomorrow morning. Since many folks are off tomorrow, I have scheduled a meeting for 2:30 today with CDs and staff who are slated to be interviewed early next week. It will be held in the small conference room and I will call in.

Let me know if you have any questions.

Thanks -

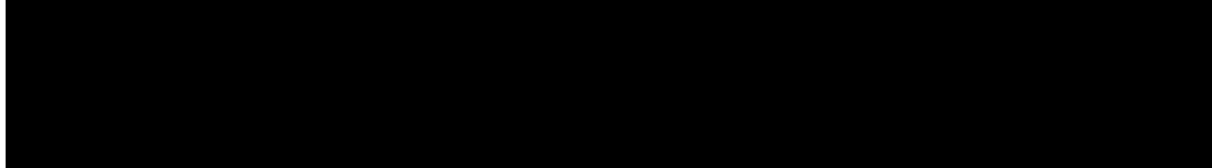
Andrea

Sent from my BlackBerry 10 smartphone.

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Thur 7/10/2014 8:55:36 PM
Subject: Fw: Gap Analysis

So sorry!! I accidentally left you off the invite!! I will add you:)

Sent from my BlackBerry 10 smartphone.



Andrea, I do not see an invite. Did you include me?

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Stafford, Andrea
Sent: Thursday, July 10, 2014 12:38 PM
To: Fraass, Ron
Subject: Gap Analysis

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Let me know if you have any questions.

Thanks -

Andrea

Sent from my BlackBerry 10 smartphone.

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Thur 7/10/2014 7:37:55 PM
Subject: Gap Analysis

Ron -

The call with NAREL and Dave Burns went well. Based on our discussion, I will update the proposed schedule slightly and send out to folks tomorrow morning. Since many folks are off tomorrow, I have scheduled a meeting for 2:30 today with CDs and staff who are slated to be interviewed early next week. It will be held in the small conference room and I will call in. Let me know if you have any questions.

Thanks -

Andrea

Sent from my BlackBerry 10 smartphone.

To: Stafford, Andrea[Stafford.Andrea@epa.gov]
Cc: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Griggs, John
Sent: Thur 7/10/2014 3:07:08 PM
Subject: Re: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

Andrea,
That sounds good , I will send out a call in number in about an hour. I am on a call now and need to make sure our line is available , I am fairly certain it will be but I need to check.

John

From: Stafford, Andrea
Sent: Thursday, July 10, 2014 3:01:36 PM
To: Griggs, John
Cc: Fraass, Ron; Baer, Alejandra M.
Subject: Re: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

John -

Noon will work for us. Alex and I will have to sign off by 12:30 so that we can get to the DOE facility for our 1:00 appointment, but I think we can accomplish finalizing the agenda for next week in that half hour.

Thanks so much!

Andrea

Sent from my BlackBerry 10 smartphone.

Andrea,
I checked with Dave and the only time that works for him , given that the afternoon is out , is 12:00 your time. Will that work ? If not how about a call tomorrow ?

John

From: Stafford, Andrea
Sent: Wednesday, July 9, 2014 10:14:07 PM
To: Griggs, John
Cc: Fraass, Ron; Baer, Alejandra M.
Subject: RE: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

Thank you John! Yes, we would like to set up a call with the contractor. Is it at all possible to

meet late morning our time? The Center Directors and I have an appointment at DOE's facility tomorrow afternoon. If there is any way to schedule this meeting somewhere between 10:00 and 12:00 our time, that would be great.

Thanks again!

Andrea

From: Griggs, John
Sent: Wednesday, July 09, 2014 2:41 PM
To: Stafford, Andrea; Baer, Alejandra M.
Cc: Fraass, Ron
Subject: FW: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV
Importance: High

Andrea and Alex ,

Attached is the Task for the Gap Analysis as modified by the CO. Dave Burns has been very busy this week reading all the documents from NCRFO provided on Monday , July 7. He is also working on a draft agenda for his 3 day visit and he will provide this to the WAM tomorrow morning and we will forward it immediately to both of you. He has stated that he is very flexible in terms of the agenda and as he will be meeting with a number of people over the three days he is sure he can work around people's schedules. Would you like to set up a call with him and the WAM tomorrow afternoon ?

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

USEPA

334-270-3401

griggs.john@epa.gov

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To: Griggs, John[Griggs.John@epa.gov]
Cc: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Stafford, Andrea
Sent: Thur 7/10/2014 3:01:36 PM
Subject: Re: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

John -

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Thanks so much!

Andrea

Sent from my BlackBerry 10 smartphone.

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John

From: Stafford, Andrea
Sent: Wednesday, July 9, 2014 10:14:07 PM
To: Griggs, John
Cc: Fraass, Ron; Baer, Alejandra M.
Subject: RE: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

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Thanks again!

Andrea

From: Griggs, John

Sent: Wednesday, July 09, 2014 2:41 PM
To: Stafford, Andrea; Baer, Alejandra M.
Cc: Fraass, Ron
Subject: FW: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV
Importance: High

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John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

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griggs.john@epa.gov

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To: Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
Cc: Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Griggs, John
Sent: Thur 7/10/2014 3:01:13 PM
Subject: Re: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

Ron,
Sounds good, we will plan for the call at noon your time. I will send out a call in number before the call.

John

From: Fraass, Ron
Sent: Thursday, July 10, 2014 2:58:26 PM
To: Griggs, John; Stafford, Andrea
Cc: Baer, Alejandra M.
Subject: RE: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

John, Andrea will be in late so noon may work best.

Ron

Ronald G. Fraass, Director
National Center for Radiation Field Operations
4220 South Maryland Ave; Bldg C
Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

From: Griggs, John
Sent: Thursday, July 10, 2014 7:45 AM
To: Stafford, Andrea
Cc: Fraass, Ron; Baer, Alejandra M.

Subject: Re: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

Andrea,

I checked with Dave and the only time that works for him , given that the afternoon is out , is 12:00 your time. Will that work ? If not how about a call tomorrow ?

John

From: Stafford, Andrea
Sent: Wednesday, July 9, 2014 10:14:07 PM
To: Griggs, John
Cc: Fraass, Ron; Baer, Alejandra M.
Subject: RE: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV

Thank you John! Yes, we would like to set up a call with the contractor. Is it at all possible to meet late morning our time? The Center Directors and I have an appointment at DOE's facility tomorrow afternoon. If there is any way to schedule this meeting somewhere between 10:00 and 12:00 our time, that would be great.

Thanks again!

Andrea

From: Griggs, John
Sent: Wednesday, July 09, 2014 2:41 PM
To: Stafford, Andrea; Baer, Alejandra M.
Cc: Fraass, Ron
Subject: FW: Task 11 / Text for Gap Analysis NCRFO, Las Vegas, NV
Importance: High

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in terms of the agenda and as he will be meeting with a number of people over the three days he is sure he can work around people's schedules. Would you like to set up a call with him and the WAM tomorrow afternoon ?

John

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Cc: Griggs, John[Griggs.John@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Johnson, Jeremy[Johnson.Jeremy@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]
From: Stafford, Andrea
Sent: Tue 7/8/2014 6:10:00 PM
Subject: Site Visit to Conduct NCRFO Gap Analysis

Dan –

We'd like to start working with you ASAP on the work plan details of NCRFO's upcoming Gap Analysis. From what I understand, the task order has been approved by the Contracting Officer. At your earliest convenience, could we please get a copy of the final task order and IGCE submitted to the contracting officer and a copy of the work plan provided by the contractor in response to our requirement?

Does the work plan include a schedule of pre-meetings? For example, when are we going to have the initial meeting with Dave to discuss work objectives and a schedule for next week? Many people are off on Fridays so we really need to let folks know (no later than this Thursday) when they can anticipate being interviewed next week. Some of these interviews will have to be conducted via phone so we need to button up logistics as soon as possible. Can we schedule this meeting with Dave for either tomorrow or Thursday morning?

I appreciate your help Dan.

Thanks -

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

To: Stafford, Andrea[Stafford.Andrea@epa.gov]; Askren, Daniel R.[Askren.Dan@epa.gov]
Cc: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Griggs, John
Sent: Mon 7/7/2014 5:31:58 PM
Subject: RE: Gap Analysis Task Order

Andrea ,

The CO has approved the task. Dave Burns , the contractor will be flying in to Vegas on Sunday , July 13 and will be at your facility Monday morning and plans on staying three days. I will provide his contact info and the task order in another email. Right now we are focusing on getting him the documents and for some reason we are having to send a few SOPs at a time because of some size issues. Not sure why but he will have all of them by today.

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

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griggs.john@epa.gov

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From: Stafford, Andrea
Sent: Monday, July 07, 2014 12:13 PM
To: Griggs, John; Askren, Daniel R.
Cc: Fraass, Ron; Baer, Alejandra M.
Subject: RE: Gap Analysis Task Order

John/Dan -

When you get an opportunity, could you please send us the finalized task order and IGCE? Has the order been processed thru the contracting officer? I'm trying to determine if we can expect the contractor to be in Las Vegas next week to perform interviews of staff.

Thank you!!

Andrea

From: Griggs, John
Sent: Monday, July 07, 2014 9:43 AM
To: Baer, Alejandra M.
Cc: Stafford, Andrea; Fraass, Ron; Askren, Daniel R.
Subject: RE: Gap Analysis Task Order

Alex ,

Please disregard my previous email. I overlooked this email.

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

USEPA

334-270-3401

griggs.john@epa.gov

www.epa.gov/narel/

From: Baer, Alejandra M.
Sent: Monday, July 07, 2014 9:59 AM
To: Griggs, John
Cc: Stafford, Andrea; Fraass, Ron; Askren, Daniel R.
Subject: FW: Gap Analysis Task Order

Attached are the QMP, QAM, and QS "bridge" document.

Alex

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

From: Stafford, Andrea
Sent: Monday, June 30, 2014 12:27 PM
To: Griggs, John
Cc: Askren, Daniel R.; Baer, Alejandra M.; Fraass, Ron
Subject: FW: Gap Analysis Task Order

Hi John!! We are getting ready to send the QS documentation to the WAM (Dan Askren).
When you get a chance, could we get a copy of the final task order and IGCE for our records?

Thanks so much!!!

Andrea

From: Griggs, John
Sent: Wednesday, June 25, 2014 11:23 AM
To: Stafford, Andrea
Subject: RE: Gap Analysis Task Order

Andrea ,

I had to make a few changes based on comments from the CO. I will have it to her by this Friday. By early next week we will be good to go, she has assured me of that. I don't need anything else from NCRO at this time except for all Quality Documents that have been signed off on. The sooner I can get those to the contractor the better. I would very much like to send him some documents this week.

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

USEPA

334-270-3401

griggs.john@epa.gov

www.epa.gov/narel/

From: Stafford, Andrea
Sent: Wednesday, June 25, 2014 11:03 AM

To: Griggs, John
Cc: Askren, Daniel R.; Baer, Alejandra M.
Subject: Gap Analysis Task Order

John –

I just wanted to follow up on the task order for EMS. Has the task and IGCE been provided to them? Is there anything we need to do at this point?

Thank you!!

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

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To: Baer, Alejandra M.[Baer.Alejandra@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Askren, Daniel R.[Askren.Dan@epa.gov]
From: Griggs, John
Sent: Mon 7/7/2014 4:42:57 PM
Subject: RE: Gap Analysis Task Order

Alex ,

Please disregard my previous email. I overlooked this email.

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

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From: Baer, Alejandra M.
Sent: Monday, July 07, 2014 9:59 AM
To: Griggs, John
Cc: Stafford, Andrea; Fraass, Ron; Askren, Daniel R.
Subject: FW: Gap Analysis Task Order

Attached are the QMP, QAM, and QS "bridge" document.

Alex

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

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Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

From: Stafford, Andrea
Sent: Monday, June 30, 2014 12:27 PM
To: Griggs, John
Cc: Askren, Daniel R.; Baer, Alejandra M.; Fraass, Ron
Subject: FW: Gap Analysis Task Order

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Thanks so much!!!

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John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

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334-270-3401

griggs.john@epa.gov

www.epa.gov/narel/

From: Stafford, Andrea
Sent: Wednesday, June 25, 2014 11:03 AM
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Cc: Askren, Daniel R.; Baer, Alejandra M.
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Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

To: Baer, Alejandra M.[Baer.Alejandra@epa.gov]
Cc: Askren, Daniel R.[Askren.Dan@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Griggs, John
Sent: Mon 7/7/2014 4:25:09 PM
Subject: RE: Gap Analysis Task Order

Thanks Alex. We will pass these on to the contractor.

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From: Baer, Alejandra M.
Sent: Monday, July 07, 2014 10:44 AM
To: Griggs, John
Cc: Askren, Daniel R.; Fraass, Ron; Stafford, Andrea
Subject: FW: Gap Analysis Task Order

SOPs

Alex

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From: Griggs, John
Sent: Mon 7/7/2014 4:20:02 PM
Subject: RE: Gap Analysis Task Order

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From: Baer, Alejandra M.
Sent: Monday, July 07, 2014 10:32 AM
To: Griggs, John
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SOPs

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Cc: Askren, Daniel R.[Askren.Dan@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Baer, Alejandra M.
Sent: Mon 7/7/2014 3:52:26 PM
Subject: FW: Gap Analysis Task Order
[SOP Reassignments 5 27 14.pdf](#)
[RPR-440 R0 Radiation Detection Instrument QC Checks.pdf](#)
[RPR-803 R1 Sampling Equipment Decontamination.pdf](#)
[RPR-808 R2 Contamination Control Operations.pdf](#)
[RPR-810 R0 Sample Control.pdf](#)
[RPR-850 R1 Personnel Monitoring for Contamination.pdf](#)
[RPR-851 R1 Emergency Response Personnel Decontamination Procedure.pdf](#)

SOPs

Alex

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From: Baer, Alejandra M.
Sent: Mon 7/7/2014 3:52:27 PM
Subject: FW: Gap Analysis Task Order

Hi. I've sent 4 emails (3 of which contain a total of 21 SOPs). Let me know if you received them, and if you have any questions. Thanks.

Alex

=====

Alejandra M. Baer, QA Manager

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Cc: Askren, Daniel R.[Askren.Dan@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Baer, Alejandra M.
Sent: Mon 7/7/2014 3:44:28 PM
Subject: FW: Gap Analysis Task Order
[RPR-331 R1 Assembly and Functional Testing of Ludlum Model 239-1F Monitor.pdf](#)
[RPR-354 R1 Operation of the Ludlum Model 2929 Dual Channel Scaler.pdf](#)
[RPR-361 R1 Personal Digital Assistant Operation with the RadNet Deployable System.pdf](#)
[RPR-405 R2 Air Sampler Maintenance.pdf](#)
[RPR-410 R1 Calibration of F & J Venturi Flow Measurement Devices and Samplers.pdf](#)

SOPs

Alex

=====

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Cc: Askren, Daniel R.[Askren.Dan@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Baer, Alejandra M.
Sent: Mon 7/7/2014 3:31:44 PM
Subject: FW: Gap Analysis Task Order
[RPR-364 R2 Environmental Radiation Scanner Van Operation.pdf](#)
[RFO101r0 Standard Operating Procedure Development.pdf](#)
[RPR-205 R2 Operation of Air Samplers without Flow Measurement Capability.pdf](#)
[RPR-206 R1 Operation of the DL-28B Low Volume Air Sampler.pdf](#)
[RPR-207 R1 The Operation of the DH-504 High Volume Air Sampler.pdf](#)
[RPR-220 R3 Environmental Sampling Procedure.pdf](#)
[RPR-271 R1 Wipe Procedure for Removable Contamination.pdf](#)
[RPR-301 R3 Operation of High Pressure Ion Chamber.pdf](#)
[RPR-303 R1 Operation of the Sodium Iodide Ruggedized Submersible Detector.pdf](#)
[RPR-330 R2 Survey Techniques for Contamination and Exposure Rate Monitoring.pdf](#)

SOPs

Alex

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To: Griggs, John[Griggs.John@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Askren, Daniel R.[Askren.Dan@epa.gov]
From: Baer, Alejandra M.
Sent: Mon 7/7/2014 2:58:42 PM
Subject: FW: Gap Analysis Task Order
[QMP-1 2012.05.02.pdf](#)
[Bridge Memo.PDF](#)
[CRPR QAM R0.pdf](#)

Attached are the QMP, QAM, and QS "bridge" document.

Alex

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Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Mon 6/30/2014 7:26:37 PM
Subject: FW: Gap Analysis Task Order

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Cc: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Cherepy, Andrea[Cherepy.Andrea@epa.gov]
From: Griggs, John
Sent: Fri 6/20/2014 5:28:40 PM
Subject: RE: Draft SOW

Andrea ,

Thanks, we will look over the task order and will bet back to Alex if we have any questions. As you noted we will develop the IGCE and will work with Andrea Cherepy on the PR. If we don't talk again today have a good weekend.

John

John G. Griggs, PhD., Director

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From: Stafford, Andrea
Sent: Friday, June 20, 2014 10:36 AM
To: Griggs, John; Askren, Daniel R.
Cc: Fraass, Ron; Baer, Alejandra M.; Cherepy, Andrea
Subject: FW: Draft SOW

John –

Attached is a draft of our Task Order for the NCRFO Quality System Gap Analysis. Please give me a call if you would like to discuss the task order in more detail. As we discussed yesterday, NAREL will take the lead on developing the IGCE to support this task. Alex, as our QAM, will be NCRFO's lead and main POC for the task. We will begin providing electronic copies of relevant quality system documents to the WAM as early as next week.

Thanks so much John!!

Andrea

From: Baer, Alejandra M.
Sent: Thursday, June 19, 2014 4:03 PM
To: Stafford, Andrea
Cc: Fraass, Ron
Subject: Draft SOW

Andrea, here's the draft. Please take a look at it and make sure I covered all bases. I'll be available tomorrow...give me a call with questions.

Alex

=====

Alejandra M. Baer, QA Manager

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Cc: Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Cherepy, Andrea[Cherepy.Andrea@epa.gov]
From: Stafford, Andrea
Sent: Fri 6/20/2014 3:36:24 PM
Subject: FW: Draft SOW
Gap Analysis SOW draft.docx

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baer.alejandra@epa.gov

To: Stafford, Andrea[Stafford.Andrea@epa.gov]
Cc: Fraass, Ron[Fraass.Ron@epa.gov]
From: Baer, Alejandra M.
Sent: Thur 6/19/2014 11:03:01 PM
Subject: Draft SOW
[Gap Analysis SOW draft.docx](#)

Andrea, here's the draft. Please take a look at it and make sure I covered all bases. I'll be available tomorrow...give me a call with questions.

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

To: Stafford, Andrea[Stafford.Andrea@epa.gov]
Cc: Cherepy, Andrea[Cherepy.Andrea@epa.gov]; Fraass, Ron[Fraass.Ron@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Griggs, John
Sent: Thur 6/19/2014 4:52:29 PM
Subject: RE: Gap Analysis

Andrea ,
Will do

John

John G. Griggs, PhD., Director
National Analytical Radiation Environmental Laboratory (NAREL)
Office of Radiation and Indoor Air (ORIA)
USEPA

334-270-3401
griggs.john@epa.gov
www.epa.gov/narel/

From: Stafford, Andrea
Sent: Thursday, June 19, 2014 11:03 AM
To: Griggs, John
Cc: Cherepy, Andrea; Fraass, Ron; Baer, Alejandra M.
Subject: RE: Gap Analysis

John -
I just left you a voice mail. Could you give me a call back so we can discuss the EMS SOW, your questions and next steps?

Thank you!!
Andrea

From: Griggs, John
Sent: Wednesday, June 18, 2014 2:51 PM
To: Stafford, Andrea; Baer, Alejandra M.
Cc: Cherepy, Andrea; Fraass, Ron
Subject: Gap Analysis

Andrea and Alex ,
As you know , based on Mike Flynn's request , I have been working with Andrea Cherepy , who has been in communication with you , on using our EMS SOW to bring on an SME for the Gap Analysis at NCRFO the week of July 14. My understanding is that the Gap Analysis will cover the overall Quality System of NCRFO and the radiation field program but not other areas such as the

MERL. First , I want to confirm that this is correct. Second I would ask that one or both of you draft a task for the SOW and send it to by noon on Monday , June 23. We may need to modify it slightly so that it is consistent with the other tasks. We can then develop an IGCE and send it to the CO. The CO for this contract puts things in place quickly and I expect the task will be in place by June 27.

The contractor performing the Gap Analysis would like to have all relevant QA documents 10 days in advance of his trip to Vegas. There is no need to wait and send all the documents at one time. I talked to the CO and we can send documents to the contractor now although he cannot work on them until the task is in place. Therefore if you send me the major QA documents like the QMP , QAMs , QAPPs and any SOPs this week I can forward them on the contractor. The more we can get him in advance the better the Gap Analysis will be. Please let me know if you have any questions.

John

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National Analytical Radiation Environmental Laboratory (NAREL)
Office of Radiation and Indoor Air (ORIA)
USEPA

334-270-3401

griggs.john@epa.gov

www.epa.gov/narel/

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Griggs, John
Sent: Thur 6/19/2014 3:56:41 PM
Subject: RE: External audit lead

Ron ,

Will do.

John

John G. Griggs, PhD., Director

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Office of Radiation and Indoor Air (ORIA)

USEPA

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griggs.john@epa.gov

www.epa.gov/narel/

From: Fraass, Ron
Sent: Wednesday, June 18, 2014 6:20 PM
To: Griggs, John
Subject: RE: External audit lead

Yes, the external audit. I will hold off until you let me know. Please copy Andrea as I will be on travel Thursday and Friday.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Griggs, John

Sent: Wednesday, June 18, 2014 3:00 PM

To: Fraass, Ron

Subject: RE: External audit lead

Ron ,

Just to be clear , you talking about the external audit in September not the Gap Analysis. If that's the case I have talked to Mary but could you please hold off making the announcement until tomorrow.

Thanks ,

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

USEPA

334-270-3401

griggs.john@epa.gov

www.epa.gov/narel/

From: Fraass, Ron
Sent: Wednesday, June 18, 2014 4:56 PM
To: Griggs, John
Cc: Stafford, Andrea
Subject: External audit lead

John, Has Mary Wisdom been informed that she is leading the external eval team. I did not want to let staff know until Mary knew and had agreed. Mike shared his decision with us on Monday.

Ron

Ronald G. Fraass, Director
National Center for Radiation Field Operations
4220 South Maryland Ave; Bldg C
Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Griggs, John
Sent: Wed 6/18/2014 9:59:43 PM
Subject: RE: External audit lead

Ron ,

Just to be clear , you talking about the external audit in September not the Gap Analysis. If that's the case I have talked to Mary but could you please hold off making the announcement until tomorrow.

Thanks ,

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

USEPA

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griggs.john@epa.gov

www.epa.gov/narel/

From: Fraass, Ron
Sent: Wednesday, June 18, 2014 4:56 PM
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Subject: External audit lead

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Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Flynn, Mike
Sent: Fri 6/13/2014 12:14:36 PM
Subject: Re: Gap Analysis

Let's try 8am. Call me when you're free.

From: Fraass, Ron
Sent: Thursday, June 12, 2014 8:44:33 PM
To: Flynn, Mike
Subject: Re: Gap Analysis

Either one is fine.

Sent from my BlackBerry 10 smartphone.



I could do 8 am or 8:30am your time - does that work for you?

From: Fraass, Ron
Sent: Thursday, June 12, 2014 4:14:04 PM
To: Flynn, Mike
Subject: RE: Gap Analysis

Thanks Mike,

I am back in the office on Monday, but we can talk Friday while I am helping Ex. 6 - Personal Privacy
Ex. 6 - Personal Privacy Finny can set up a call time and I will call from my office cell. I will also send some notes from the Removal Managers' meeting but want to mention a couple of items just on the phone.

Ron

From: Flynn, Mike
Sent: Thursday, June 12, 2014 11:28 AM
To: Fraass, Ron
Cc: Stafford, Andrea; Cherepy, Andrea
Subject: Re: Gap Analysis

Ron,

Thanks for getting back to me quickly. Using the Gap analysis as a basis to "turn on" won't work but I'd like to discuss another possibility with you . In the meantime, please hold off doing much work on the statement of work.
When are you back in the office?

Mike

From: Fraass, Ron
Sent: Wednesday, June 11, 2014 2:54:02 PM
To: Flynn, Mike
Cc: Stafford, Andrea; Johnson, Jeremy; Wilds, Edward; Cherepy, Andrea
Subject: Gap Analysis

Mike,

I talked with NCRFO managers this morning and we would like to rapidly move ahead with having a small team visit for a Gap Analysis to move us toward being turned on for field response. I have asked Andrea, Ed and Jeremy to draft a statement of work that would include portions of the FOG materials as a guide for the team. FOG were the general guidelines for QA for field operations. That will be in addition to normal EPA QA guidelines.

Our desire is to provide our current materials to the Gap team on our original deadlines. We would ask the team to spend several days reviewing the documents and visiting our location to speak with staff and observe mini exercises to demonstrate how we use our QA system and our SOPs.

We would then make any changes needed to documents and procedures prior to a more formal external review.

Our suggestion is that we use the Gap Analysis results, presuming they are reasonably positive, as the basis to turn on operations. We would then support customers for six months to a year using the QA system and then have an external assessment of our operating QA system. It is difficult to properly evaluate a system that is not operating.

Please let us know the details of the existing contract so we can start the process. My managers and I need to assure our staff that this is not an externally applied delay to turn-on but an option to move us more surely in that direction.

Thanks for your support of our operations.

Ron

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Tue 6/10/2014 8:22:46 PM
Subject: RE: Call tomorrow

Ok – so you just want us to call your cell phone so we can have a discussion re gap analysis right? Did you want Alex on that call or no?

From: Fraass, Ron
Sent: Tuesday, June 10, 2014 1:09 PM
To: Stafford, Andrea
Subject: Call tomorrow

I added Jeremy but missed Ed.you can call my cell.ron

Sent from my BlackBerry 10 smartphone.

To: Fraass, Ron[Fraass.Ron@epa.gov]
From: Stafford, Andrea
Sent: Tue 6/10/2014 5:35:51 PM
Subject: RE: Calling Mike

Ron –

I'm typing up some quick notes from my meeting with Alex, Jeremy and Ed about QA and the gap analysis. I'll get those to you before I go into the senior manager's video because I think you may decide to share some of this info with Mike on your call.

Andrea

From: Fraass, Ron
Sent: Tuesday, June 10, 2014 10:34 AM
To: Stafford, Andrea
Subject: Calling Mike

I will talk with Mike at 3 eastern. Ron

Sent from my BlackBerry 10 smartphone.

To: Flynn, Mike[Flynn.Mike@epa.gov]; Cherepy, Andrea[Cherepy.Andrea@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Tue 9/8/2015 10:14:52 PM
Subject: QA actions

Mike,

I can put this on letterhead if desired.

Ron

This memorandum provides a summary of the actions that I have put into place since August, 2014 to make NCRFO's quality system compliant to EPA requirements and to prepare the staff and equipment to fulfill NCRFO's radiological emergency response and radiological technical assistance to regions missions.

During this time, I have executed several management actions, directed my management and quality staff to develop and/or revise management systems that support quality assurance, directed by quality staff to develop and/or revise quality systems and quality documents, and arranged for the gap assessments of my organization. You will find a more detailed list below.

Management Actions

- Directed QA and technical staff to implement QA system as it was documented, effective April, 2015, to begin the process of "Plan, Do, Check, Act"

-

- Regular, consistent communication to all staff from the QA Manager at the All Hands Meeting to provide updates and priorities of the quality system.

-

- Utilized group brainstorming and decision making meetings, led by Emilio, to identify needs and determine priorities using visual and kinesthetic tools
 - Multiple Sessions: Training and NCRFO position
 - Identify positions that require technical training

- Determine specific training for each position
- Prioritize position to train based on core ER mission

○ Multiple Sessions: Identification of conditions as a prerequisite for NCRFO to service external customers

- Identified QA formal documents that need development or revision
- Identified positions and program leads that need to be trained and certified
- Identified trust building process for management staff

- Replaced the existing Quality Assurance Manager with a new acting Quality Assurance Manager who had previous experience as a Center Director and to utilize him as a change agent
 - Change perception from QA as a police force to one of a support, improvement, and refinement force for NCRFO technical and management staff.
 - Change the perception that perfection is needed to that of consistent and continuous improvement is desirable.
 - Change the perception that audits are undesirable and used as a fault-finding mission to one where it is looked upon as an opportunity to display staff knowledge, skill, and abilities.
 - Make for an efficient system that emphasizes results over process
- Staff who demonstrated performance issues during the GAP Assessment have been provided further training in their assigned duties or had different duties assigned.

Management Systems Developed and Implemented

- Implementation of formal document tracking system to improve access and annual review requirements.
 - System using EXCEL to directly link formal documents (for user access), identify responsible officials, and document the last review date and next required review date.
 - System using EXCEL to summarize staff training and certification to allow management to quickly assess training needs and status.
 - Tracking systems (above) are color coded to improve user experience.
- Developed a revised training and certification system

- Based on objective evidence and management assessment of results
- Required continuing demonstration of capability of staff and of trainers
- Objective training and management assessment of capabilities for trainers
- Codified the process in SOP with NCRFO staff trained in that SOP
- Included concept of training class “Challenge Test” to allow trained staff to objectively test out of training session

-

- Training and Certification System Implementation
 - Seven identified training modules identified, responsible staff assigned, and challenge tests prioritized for completion aimed at October, 2015
 - Utilizing training and certification forms to document: on the job training (PPE practice), SOP and QAM specific training and demonstration of capability (two SOPs and one QAM), and testing program lead capability (Scanning Systems Scanner Van, Deployables Program, Survey Instrument Preparedness)
 - Qualified three program leads using objective testing and management assessment of background, knowledge, and ability.

-

Quality Systems Revised or Developed and Implemented

- Frequent periodic audits of program areas
 - Air Sampler preparedness
 - Survey Instrument preparedness
 - Scanner Van
 - Deployables
- Performed 13 audits on the four program areas
- No findings
- Multiple commendations including: knowledge of staff in technical areas is high; documentation of program area activities is evident; and audited staff quickly located program area documentation
- Checklist are utilized; SOP based; Objective evidence is used

Quality System Documentation

- Produced three standard operating procedures to describe management systems to support the NCRFO quality program
 - Corrective Action system
 - Document Control system
 - Training and Certification of NCRFO Personnel system

-

- Updated one quality assurance manual and four standard operating procedures to reflect improvements in operations and implementation of new systems
 - CRPR Quality Assurance Manual
 - Four SOPs for air sampling equipment operation and calibration

-

- NCRFO QMP, revision 5, drafted and reviewed by NCRFO and NAREL; currently in review with the ORIA QA Manager; and received comments and suggested corrections from the FOG (QAFAP) assessors.

-

Assessment performed on NCRFO

- GAP Assessment (August 11, 2014)
 - Corrective Actions Plan completed
 - Corrective Actions tracked every 30 days
 - 59 findings resulted in 31 corrective actions with a total of 42 corrective actions subparts.
 - 26 of the 42 corrective actions subparts are verified and therefore CLOSED.
 - 16 of the 42 corrective actions subparts are open with 10 of those 16 depending upon the approval of the next revision of the NCRFO QMP (planned for September 15, 2015)

-

- FOG (QAFAP) Assessment/Assistance Visit (September 1 – 3, 2015)
 - Quality system, survey instrument preparedness, air sampler preparedness, Scanner Van, In-Situ, and Deployables were assessed
 - Auditor training was performed with 11 NCRFO staff completing the training

-

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

To: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Tue 9/8/2015 4:46:43 PM
Subject: FW: changes made to the QA improvements document
Actions Taken to improve Quality at NCRFO since August 2014.doc

Andrea, please take a look at this as well. I gave Emilio a few changes and he has made those.

Ron

Ronald G. Fraass, Director
National Center for Radiation Field Operations
4220 South Maryland Ave; Bldg C
Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

From: Braganza, Emilio B.
Sent: Tuesday, September 08, 2015 9:45 AM
To: Fraass, Ron
Subject: changes made to the QA improvements document

Hello Ron –

I've made the changes and renamed the document (reflect that the changes were made to improve QA since August 2014 with the GAP assessment being one of those actions).

Emilio

To: Braganza, Emilio B.[Braganza.Emilio@epa.gov]
From: Fraass, Ron
Sent: Tue 9/8/2015 4:46:07 PM
Subject: RE: changes made to the QA improvements document

Thank you Emilio.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

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Las Vegas, NV 89119

Tel: 702 784-8220

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Sent: Tuesday, September 08, 2015 9:45 AM
To: Fraass, Ron
Subject: changes made to the QA improvements document

Hello Ron –

I've made the changes and renamed the document (reflect that the changes were made to improve QA since August 2014 with the GAP assessment being one of those actions).

Emilio

To: Braganza, Emilio B.[Braganza.Emilio@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Mon 8/31/2015 10:32:55 PM
Subject: draft bullets on QA improvements
[Actions Taken to improve Quality at NCRFO since GAP Assessment.doc](#)

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National Center for Radiation Field Operations

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Fax: 702 784-8201

fraass.ron@epa.gov

To: Flynn, Mike[Flynn.Mike@epa.gov]; Cherepy, Andrea[Cherepy.Andrea@epa.gov]
From: Fraass, Ron
Sent: Mon 7/13/2015 8:21:39 PM
Subject: FW: FOG Assessment/Assistance Visit

Ronald G. Fraass, Director

National Center for Radiation Field Operations

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Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Braganza, Emilio B.
Sent: Monday, July 13, 2015 9:55 AM
To: Johnson, Jeremy; Wilds, Edward; Goodman, Roger; Baer, Alejandra M.
Cc: Stafford, Andrea; Fraass, Ron
Subject: FOG Assessment/Assistance Visit

Good morning –

I was contacted by Bobby Lewis, Region 4, that he and his team will be visiting us during the week of August 17th. The purpose of the visit is an Assistance Visit plus a gap assessment related to the FOG Guidelines.

To that end, he and his team are providing training sessions to us during the week. We'll be going over the FOG guidelines and performing a cross-walk with our current activities to provide us a picture on how we're implementing FOG and what we can do to improve our

compliance to them. Plus, he'll be going over the process that he undertook to become an accredited field organization (I can't remember to who he was accredited to). I've asked him to provide an overview to us as well since our organization appears to be similar to his and so we can copy much of his process when we aim for an accreditation down the road. Finally, he and his team will provide training to our general staff members too regarding FOG, the agency requirement to be compliant to it, and how the implementation of FOG is seen by external assessors (them).

And then, they will do a gap assessment of us related to the FOG guidelines.

These assessors are very motivated to get us compliant to FOG by February of 2016 – which is why the main emphasis on this trip is the assistance part of the trip. The GAP Assessment has to be done, too, and it is framed from the assistance perspective where they are aiming to help us compliant.

I'm supposed to work on several things to prepare for the visit. Chief among that is to provide them copies of our reference documents. So, I have all of them except for the CRPR QAM and our RFO-110. So, if we can get those signed off within the next couple of days, that would be fantastic since I need to get copies of those documents to the assessment team by the end of this week.

Please help me get those documents to them so we can start out this assistance visit on the right foot by being on time with our products.

One more thing – we'll need our senior, technical people present during the week. So, if at all possible, let's have those people available during the week. We'll be much better off if our technical leads and senior science staff are available to interface with the assessment team.

Thanks.

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: Finalizing the GAP Assessment Corrective Actions Plan document
Start Date/Time: Tue 6/30/2015 3:00:00 PM
End Date/Time: Tue 6/30/2015 5:00:00 PM

To: Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Mon 4/13/2015 2:54:04 PM
Subject: RE: QA Manager Transition

Thank you Alex. This seems to be a good plan.

Ron

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National Center for Radiation Field Operations

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Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Baer, Alejandra M.
Sent: Sunday, April 12, 2015 11:15 AM
To: Stafford, Andrea; Fraass, Ron
Subject: QA Manager Transition

Ex. 5 - Deliberative Process

Ron,

Ex. 5 - Deliberative Process

If you have any questions or comments, please don't hesitate to contact me.

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: Discuss GAP Assessment Review/Find Themes/Determine Actions
Start Date/Time: Mon 3/23/2015 4:00:00 PM
End Date/Time: Mon 3/23/2015 5:30:00 PM

To: Johnson, Jeremy[Johnson.Jeremy@epa.gov]; Wilds, Edward[Wilds.Edward@epa.gov]; Braganza, Emilio B.[Braganza.Emilio@epa.gov]; Dempsey, Gregg D.[Dempsey.Gregg@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Fri 3/13/2015 8:15:47 PM
Subject: FW: Acting ORIA QA Manager Response to NCRFO Gap Assessment Response
[Response to 2014 Gap Analysis - Acting ORIA QA Manager comments 3-11-2015.pdf](#)

Here is the package from Mary Wisdom on our Gap Analysis plan.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Wisdom, Mary F.
Sent: Wednesday, March 11, 2015 12:41 PM
To: Fraass, Ron; Stafford, Andrea; Baer, Alejandra M.
Cc: Flynn, Mike; Cherepy, Andrea; Chan, Imei; Rosencrantz, Ingrid
Subject: Acting ORIA QA Manager Response to NCRFO Gap Assessment Response

Good afternoon, Ron, Andrea, and Alex,

I have attached my response and suggestions to your gap assessment response. As you know, I Mei and Ingrid requested that I include some specific pieces of information in the response, especially as regards the various proposed Corrective Actions, which I have attempted to do. My

explanation of how that was done (in blue) is on the first page of the document.

I have tried to give direct information and clear guidance, and, reading over it, I hope it doesn't sound too blunt. Please be aware that I mean my comments to be helpful and instructional, and not critical or harsh. I hope you and the NCRFO staff will study my additions with that intent in mind. Note, for example, that in the ORIA QAM column on the first table, I have included many questions, as well as some comments or suggestions. I think that if NCRFO can successfully and completely answer those questions, with objective contemporary evidence of the answers, you will be a long way down the road to closing out the findings. I hope they will help you to think through the process.

I am sending the PDF version because it fits on a standard page (though in small font) and because the paragraphs across a table will line up correctly regardless of which printer you use.

I know there is a lot of information to take in, and I want you to know that I appreciate the amount of time and work it took for Andrea and the other NCRFO folks to produce the assessment response. I hope my own response and suggestions will be helpful as you move the NCRFO forward.

Please let me know if you have questions or need additional information.

Mary

To: Wilds, Edward[Wilds.Edward@epa.gov]; Johnson, Jeremy[Johnson.Jeremy@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Braganza, Emilio B.[Braganza.Emilio@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]; Dempsey, Gregg D.[Dempsey.Gregg@epa.gov]
From: Fraass, Ron
Sent: Fri 3/13/2015 8:13:29 PM
Subject: FW: QA recommendations
[QA Recommendations3_2_15.docx](#)

General recommendations for us to consider and decide how to implement.

Ron

s

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Flynn, Mike
Sent: Monday, March 09, 2015 1:48 PM
To: Fraass, Ron; Stafford, Andrea
Cc: Cherepy, Andrea; Wisdom, Mary F.; Chan, Imei; Rosencrantz, Ingrid
Subject: QA recommendations

Ron/Andrea,

Attached are the recommendations on QA provided to me by I Mei and Ingrid, per my request in my Nov 17, 2014 memo. We plan to discuss these with you and the management team during our discussions this week.

See you tomorrow.

Mike

Mike Flynn, Director

Office of Radiation & Indoor Air

U.S. EPA

202-343-9356

To: Wisdom, Mary F.[Wisdom.Mary@epa.gov]
From: Fraass, Ron
Sent: Wed 3/11/2015 9:50:29 PM
Subject: RE: Acting ORIA QA Manager Response to NCRFO Gap Assessment Response

Thanks Mary, I know you are swamped there with work as well.

Ron

Ronald G. Fraass, Director
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4220 South Maryland Ave; Bldg C
Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

From: Wisdom, Mary F.
Sent: Wednesday, March 11, 2015 12:41 PM
To: Fraass, Ron; Stafford, Andrea; Baer, Alejandra M.
Cc: Flynn, Mike; Cherepy, Andrea; Chan, Imei; Rosencrantz, Ingrid
Subject: Acting ORIA QA Manager Response to NCRFO Gap Assessment Response

Good afternoon, Ron, Andrea, and Alex,

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I am sending the PDF version because it fits on a standard page (though in small font) and because the paragraphs across a table will line up correctly regardless of which printer you use.

I know there is a lot of information to take in, and I want you to know that I appreciate the amount of time and work it took for Andrea and the other NCRFO folks to produce the assessment response. I hope my own response and suggestions will be helpful as you move the NCRFO forward.

Please let me know if you have questions or need additional information.

Mary

To: Flynn, Mike[Flynn.Mike@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Tue 3/10/2015 9:32:28 PM
Subject: RE: Quality efforts

Mike,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Flynn, Mike

Sent: Monday, March 09, 2015 7:20 AM

To: Fraass, Ron

Subject: Quality efforts

Ron,

As requested in my Dec 15 memo to you, please provide me a status update on the efforts you have taken to ensure that you and your staff are fully aware of and follow the Agency's Quality Policy.

Thanks, Mike

Mike Flynn, Director

Office of Radiation & Indoor Air

U.S. EPA

202-343-9356

From: Flynn, Mike
Sent: Monday, December 15, 2014 5:50 PM
To: Fraass, Ron
Subject: RE: Memo

Thanks you Ron.

Mike Flynn, Director

Office of Radiation & Indoor Air

U.S. EPA

202-343-9356

From: Fraass, Ron
Sent: Monday, December 15, 2014 5:49 PM
To: Flynn, Mike
Subject: RE: Memo

Mike,

I reviewed your memo and concur with your review of the issues and will comply with your direction. I will ensure my management staff understand the direction as well. As we have made modifications to our current Quality Management Plan, all staff will receive additional training on our quality processes in January. I will notify you when that is complete.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Flynn, Mike

Sent: Monday, December 15, 2014 2:25 PM

To: Fraass, Ron

Subject: Memo

Ron,

Attached is the memo that we discussed. Please let me know if you have any questions.

Mike

Mike Flynn, Director

Office of Radiation & Indoor Air

U.S. EPA

202-343-9356

To: Rosencrantz, Ingrid[Rosencrantz.Ingrid@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
Cc: Wisdom, Mary F.[Wisdom.Mary@epa.gov]; Chan, Imei[Chan.Imei@epa.gov]
From: Fraass, Ron
Sent: Mon 3/2/2015 8:56:21 PM
Subject: RE: NCRFO Gap Analysis Corrective Action Evaluation

Thank you for the update Ingrid. I was going to ask I Mei today. Saw that DC had other computer and phone issues today as well.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Rosencrantz, Ingrid
Sent: Monday, March 02, 2015 12:39 PM
To: Fraass, Ron; Stafford, Andrea
Cc: Wisdom, Mary F.; Chan, Imei
Subject: NCRFO Gap Analysis Corrective Action Evaluation

Hi Ron and Andrea,

Hope things are good with you all. We're happy here, as the ice is finally melting in the DC area.

I'm writing a short note to let you know that Mary has had a few things come up but she hopes to get her comments on the 2014 NCRFO gap analysis corrective actions to you, cc'ing I Mei and myself, by this Friday.

Thanks.

Ingrid

Ingrid Rosencrantz

Senior Physical Scientist

Radiation Protection Division

Office in Radation and Indoor Air

Office of Air and Radiation

202-343-9286

202-579-5157

To: Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Fraass, Ron
Sent: Fri 2/13/2015 12:18:32 AM
Subject: RE: Draft NCRFO QMP

Great!

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Baer, Alejandra M.
Sent: Thursday, February 12, 2015 4:00 PM
To: Fraass, Ron
Cc: Stafford, Andrea
Subject: Re: Draft NCRFO QMP

Yes, I took care of that this morning and emailed it to Malek, after I'd received the "thumbs up" from Jeremy.

From: Fraass, Ron
Sent: Thursday, February 12, 2015 11:54 PM
To: Baer, Alejandra M.
Cc: Stafford, Andrea
Subject: RE: Draft NCRFO QMP

That works for me. It will be consistent with our current QMP. We do need to put the training boiler plate change in the 330 one though.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Baer, Alejandra M.
Sent: Thursday, February 12, 2015 3:49 PM
To: Fraass, Ron
Cc: Stafford, Andrea
Subject: Re: Draft NCRFO QMP

Thanks for the update Ron. I've resumed review of SOPs (including the MERL SOPs), and there are some revisions that need to be made to those (more specifically the SME item which was identified in the Gap Analysis); however, since we're in a holding pattern with Mary's review of the QMP and Gap Analysis corrective actions, and following our discussion in the QAMT meeting, I'm more comfortable moving forward with the SOPs that include SME language.

Thanks again.

From: Fraass, Ron
Sent: Thursday, February 12, 2015 11:42 PM

To: Baer, Alejandra M.
Cc: Stafford, Andrea
Subject: RE: Draft NCRFO QMP

Alex, I learned today that in discussions with Mary Wisdom, I Mei told Mary to wait on review of our QMP until we had considered her remarks on our Gap process. Andrea and I will talk with I Mei next Friday to get a feel for the status of our GAP response. That way we can hopefully make any needed changes once rather than twice.

Ron

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Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

From: Baer, Alejandra M.
Sent: Monday, February 09, 2015 10:44 AM
To: Fraass, Ron
Cc: Stafford, Andrea
Subject: FW: Draft NCRFO QMP
Importance: High

Ron,

I wanted to touch base and make you aware that I haven't received comments from Mary. You

said you want to send our final draft to Mike for review, but that you also want to give Mary a courtesy call prior to sending the QMP to Mike (if she didn't provide comments by the 6th). Please keep me in the loop. Thank you!

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

From: Baer, Alejandra M.
Sent: Wednesday, February 04, 2015 8:20 AM
To: Wisdom, Mary F.
Subject: FW: Draft NCRFO QMP
Importance: High

Good morning, Mary!

With all the quality activity happening lately, I wanted to send out a gentle reminder on my request for your comments on NCRFO's QMP. Thank you!

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

4220 S. Maryland Parkway, Bldg. C

Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

From: Baer, Alejandra M.
Sent: Thursday, January 22, 2015 3:00 PM
To: Wisdom, Mary F.
Cc: Fraass, Ron
Subject:
Importance: High

Mary,

Hi! Hope all is well in Montgomery.

Attached, please find the draft final NCRFO QMP for your review. I'd like to request your comments by February 6, 2015. It's Ron's intention to provide Mike with the NCRFO QMP that has undergone a comprehensive review by NCRFO and yourself. Also, to help expedite your review, I'm attaching the previous version with Track Changes so that you can see what revisions were made.

Let me know if you have any questions. Thank you!

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

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Las Vegas, NV 89119

702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

To: Chan, Imei[Chan.Imei@epa.gov]; Rosencrantz, Ingrid[Rosencrantz.Ingrid@epa.gov]
From: Fraass, Ron
Sent: Tue 1/27/2015 6:45:06 PM
Subject: FW: NCRFO's Path Forward
[NCRFO Quality System Proposal.pdf](#)

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Baer, Alejandra M.
Sent: Monday, October 20, 2014 1:17 AM
To: Flynn, Mike
Cc: Fraass, Ron; Stafford, Andrea
Subject: NCRFO's Path Forward

Mike,

~~As the NCRFO QA Manager, I've prepared a proposal that demonstrates the~~

Ex. 5 - Deliberative Process

If you have any questions, please don't hesitate to ask.

Thank you.

Alejandra Baer

NCRFO QA Manager

702.784.8281 (o)

From: Fraass, Ron
Location: DCRoomWest1424/OPEI
Importance: Normal
Subject: Accepted: Gap Analysis Response Walk-Through - videoconference
Start Date/Time: Wed 1/7/2015 7:00:00 PM
End Date/Time: Wed 1/7/2015 8:30:00 PM

Looks good

To: Rosencrantz, Ingrid[Rosencrantz.Ingrid@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]; Wisdom, Mary F.[Wisdom.Mary@epa.gov]
Cc: Chan, Imei[Chan.Imei@epa.gov]
From: Fraass, Ron
Sent: Mon 1/5/2015 3:34:53 PM
Subject: Re: Gap Analysis Response Walk-Through

Thanks, Ron

Sent from my BlackBerry 10 smartphone.



Happy New Year! Hope everyone had a nice break. I just wanted to drop a quick note to say that everyone has accepted the meeting invitation for this Wednesday afternoon for the Gap Analysis walk-through. Please plan on attending via a video conference. I will follow-up tomorrow with details on the videoconference. Thanks.

Ingrid

Ingrid Rosencrantz

Radiation Protection Division

OAR/ORIA

202-343-9286

To: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Wed 12/24/2014 9:38:15 PM
Subject: Re: NCRFO Final Draft Gap Analysis Response

Thanks Andrea. I will take a look this afternoon. Ron

Sent from my BlackBerry 10 smartphone.



Folks –

Attached is what I will call NCRFO's final draft response to our Gap Analysis. I'm leaving the reference to "draft" because no one has had an opportunity to review this document due to planned vacations and unplanned medical emergencies. So I hesitate to call this NCRFO's final response since I made a lot of changes to the previous document that you have seen. My modifications focused on:

- Collapsing and grouping "like" observations to reduce the overall redundancy contained in our response
- Adding additional information to account for actions that occurred prior to and after the assessment but were not detailed in our original draft
- Adding clarity where appropriate

I believe this document is a very solid response and I am not expecting that my NCRFO counterparts will have any major concerns or input – but I do want them to have an opportunity to review this work. I also believe that this document as it currently stands can form the basis for our scheduled conference call on January 7th - so we should go forward with that planned meeting.

Thank you and Happy Holidays!!!

Andrea Stafford

Deputy Director

National Center for Radiation Field Operations

U.S. EPA

Office phone: (702) 784-8203

Cell phone: (702) 460-8398

Fax: (702) 784-8201

From: Fraass, Ron
Location: Videoconference
Importance: Normal
Subject: Accepted: Gap Analysis Response Walk-Through
Start Date/Time: Wed 1/7/2015 7:00:00 PM
End Date/Time: Wed 1/7/2015 8:30:00 PM

To: Baer, Alejandra M.[Baer.Alejandra@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Thur 12/18/2014 7:41:17 PM
Subject: RE: Draft Response Memo

I thought we were going to switch table 1 and 2 to put our actions first.

Ron

Ronald G. Fraass, Director

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Las Vegas, NV 89119

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Fax: 702 784-8201

fraass.ron@epa.gov

From: Baer, Alejandra M.
Sent: Thursday, December 18, 2014 11:35 AM
To: Stafford, Andrea
Cc: Fraass, Ron
Subject: Draft Response Memo

Andrea, per our meeting 8/16, here is the draft memo (to accompany the gap analysis CAs and responses document). Let me know what your thoughts are. Do we mention that this is not a final report, but we identify validity in some of the observations?

Thanks

Alex

=====

Alejandra M. Baer, QA Manager

U.S. EPA/ORIA/NCRFO

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702.784.8281 (o)

702.784.8201 (f)

baer.alejandra@epa.gov

To: Rosencrantz, Ingrid[Rosencrantz.Ingrid@epa.gov]
Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]; Chan, Imei[Chan.Imei@epa.gov]; Baer, Alejandra M.[Baer.Alejandra@epa.gov]
From: Fraass, Ron
Sent: Tue 12/16/2014 11:49:31 PM
Subject: Comments on Gap Assessment

Ingrid, Andrea, Alex, and our Center Directors met with me this afternoon concerning our modified response to the Gap Assessment. Andrea is drafting up our modifications and we will send those to you on Monday at the latest. If we have them final Friday, you will receive them then.

We will send a copy to Mary Wisdom at that time as well.

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: Next Steps-Gap Assessment Response
Start Date/Time: Tue 12/16/2014 10:30:00 PM
End Date/Time: Tue 12/16/2014 11:00:00 PM

To: Rosencrantz, Ingrid[Rosencrantz.Ingrid@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
Cc: Chan, Imei[Chan.Imei@epa.gov]
From: Fraass, Ron
Sent: Fri 12/12/2014 6:58:30 PM
Subject: Re: Follow-up on yesterday's call concerning QA GAP analysis response revision

Thanks Ingrid, Ron

Sent from my BlackBerry 10 smartphone.



Ron, Andrea,

It was nice to meet you both via telephone yesterday. I'm looking forward to working with you and will try to touch base with each of you next week. In the meantime, based on yesterday's call, I wanted to get to you a list of next steps for the GAP analysis responses. Below, I've summarized what I heard in terms of action items. If you have any comments, questions or heard something different, please let me know. Thanks.

First, if I recall correctly, Ron, once you have talked to your folks, you will get back to me on Monday, December 15, with a date for when you all can commit to having the revised responses to the GAP analysis completed. I'll note that I Mei said it's better to have a thorough response rather than a quick one.

Secondly, once those revised responses are complete, you all would send them to Mary Wisdom, cc'ing I Mei and myself, and whomever else you feel appropriate.

Third, I will organize and facilitate a meeting where you all can review your responses with Mary, explaining and answering questions, with the goal of providing clarity on the responses. As I Mei said, this meeting will not be for feedback on the responses but rather, will provide an opportunity to make sure Mary has the benefit of your insights into the responses.

Forth, at a later time, once Mary has reviewed and digested the responses, she will provide to you her feedback on the responses. I will set up a meeting for Mary to walk through her feedback. As mentioned on yesterday's call, we are hopeful that this meeting could happen sometime mid-January, roughly.

I hope you find this summary helpful. Again, please let me know if heard something different or have questions. I look forward to working with you all. Hope you both have a good weekend!

Ingrid Rosencrantz

Radiation Protection Division

OAR/ORIA

Cell 202-579-5157

To: Johnson, Jeremy[Johnson.Jeremy@epa.gov]
From: Fraass, Ron
Sent: Sat 11/15/2014 5:09:39 PM
Subject: Re: Oct. 21 Issue between Gary and Roger

Thanks, Ron

Sent from my BlackBerry 10 smartphone.



Ron,

During my interview with Gary this morning, Gary said that he sent copies of the data gap analysis report (w/ comments in the margins) to Doug and Malek. The same version he forwarded to you and Mike. Later, I asked Doug if he saw the document and he confirmed that he received a copy via email from Gary. Doug said that he printed the document and deleted the email. I asked Gary if he could send me the email he sent to Doug and Malek. Gary checked and then told me that he too had deleted the email. I'll follow-up with Malek on Monday.

Jeremy

To: Johnson, Jeremy[Johnson.Jeremy@epa.gov]
From: Fraass, Ron
Sent: Thur 11/13/2014 8:44:14 PM
Subject: FW: Gap Analysis
[Gap Analysis.pdf](#)

Ronald G. Fraass, Director

National Center for Radiation Field Operations

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Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Spradlin, Gary
Sent: Tuesday, October 21, 2014 11:42 AM
To: Fraass, Ron; Flynn, Mike
Subject: Gap Analysis

Ron and Mike

This morning our QAC, Roger Goodman handed me the Gap Analysis and said someone needs to give this document to the Inspector General. I am very troubled and concerned with Roger's actions and his hand written notes on the sides of the document. See attachment.

Thank you

Gary Spradlin Jr., MS

U.S. EPA
National Center for Radiation Field Operations

Center for Radiation Preparedness and Response

Work (702) 784-8238
Cell (702) 812-8196

From: Fraass, Ron
Location: Palo Verde Conference Room
Importance: Normal
Subject: Accepted: Review/Finalize Gap Assessment Response
Start Date/Time: Wed 11/12/2014 5:00:00 PM
End Date/Time: Wed 11/12/2014 6:30:00 PM

To: Griggs, John[Griggs.John@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]; Cherepy, Andrea[Cherepy.Andrea@epa.gov]; Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Fri 11/7/2014 12:11:43 AM
Subject: RE: Response to Las Vegas's Gap Analysis Question

Thank you John. As indicated in this response, the majority of this material was provided in the original report.

We are working several of the issues at this time. I appreciate you going back to the contractor with our question.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

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fraass.ron@epa.gov

From: Griggs, John
Sent: Thursday, November 06, 2014 4:08 PM
To: Flynn, Mike; Cherepy, Andrea; Fraass, Ron; Stafford, Andrea
Subject: FW: Response to Las Vegas's Gap Analysis Question

Attached is the response to the questions posed to EMS regarding the Gap Analysis.

John

John G. Griggs, PhD., Director

National Analytical Radiation Environmental Laboratory (NAREL)

Office of Radiation and Indoor Air (ORIA)

USEPA

334-270-3401

griggs.john@epa.gov

www.epa.gov/narel/

From: Jen.Rando@emsus.com [mailto:Jen.Rando@emsus.com]

Sent: Thursday, November 06, 2014 9:14 AM

To: Griggs, John; Askren, Daniel R.

Subject: Response to Las Vegas's Gap Analysis Question

Here is our response to the recent question posed by Las Vegas on the Gap analysis conducted in August. Please let me know if you have any questions.

Jen Rando
Environmental Management Support, Inc.
8601 Georgia Ave., Suite 500
Silver Spring, MD 20910
Office 443-695-5904
Fax 301-589-8487
A Small Environmental Consulting Firm Delivering Big Results - www.emsus.com

To: Wisdom, Mary F.[Wisdom.Mary@epa.gov]
From: Fraass, Ron
Sent: Thur 11/6/2014 10:15:03 PM
Subject: RE: EPA QA Field Activities Procedure

Thanks Mary,

I had planned to send you our initial notes on the Gap Analysis this week, but Andrea and I have been both swamped with meetings and wanted to take one last look at it first. We will get our notes to you next week. I appreciate your willingness to look them over. We have taken several steps to improve areas that we learned about from the visit.

Ron

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fraass.ron@epa.gov

From: Wisdom, Mary F.
Sent: Thursday, November 06, 2014 2:05 PM
To: Griggs, John; Clark, Mike S.; Poppell, Sam W.; Royce, Christopher; Nielsen, Erik C.; Pate, Joshua; Lloyd, Vicki D.; Baer, Alejandra M.; Stafford, Andrea; Fraass, Ron; Wilds, Edward; Johnson, Jeremy
Subject: EPA QA Field Activities Procedure

This is the recently promulgated Procedure Directive from EPA that describes how the Agency quality management system shall be applied to sampling and non-sampling field activities, basically how to apply the EPA Field Operations Group (FOG) Guidelines for Field Activities.

Enjoy!

Mary W.

Cc: Stafford, Andrea[Stafford.Andrea@epa.gov]
From: Fraass, Ron
Sent: Thur 10/2/2014 5:31:56 PM
Subject: Draft MFR

Memo for Record with a copy to Mike Flynn and Alex Baer

Subject: NCRFO Quality Improvements following Gap Analysis

In August, NCRFO received a contractor generated report of a visit, to address potential quality gaps at the Center, performed mid July, 2014. As we had no options to discuss the report with the contractor, management and staff reviewed the report and began quality improvements on those portions of the report that were considered as accurate representations of areas for improvement.

The attached timeline of actions indicates actions already taken or in process to address those needed improvements.

Ronald G. Fraass, Director

National Center for Radiation Field Operations

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Las Vegas, NV 89119

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fraass.ron@epa.gov

To: Clark, Mike S.[Clark.Michael@epa.gov]
From: Fraass, Ron
Sent: Wed 9/10/2014 4:20:19 PM
Subject: RE: Dave Burns Contact Info

Thanks Mike. Please let me know any updates on Ex. 6 - Personal Privacy

Ron

Ronald G. Fraass, Director
National Center for Radiation Field Operations
4220 South Maryland Ave; Bldg C
Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

From: Clark, Mike S.
Sent: Wednesday, September 10, 2014 8:24 AM
To: Fraass, Ron; Stafford, Andrea
Subject: Dave Burns Contact Info

Ron,

I talked with John about contacting Dave Burns to get some additional information on the Gap Analysis he conducted for NCRFO.

John suggested you contact Dave directly – his personal email is listed below.

Ex. 6 - Personal Privacy

Mike

Michael Clark

Deputy Director

U.S. EPA

National Analytical Radiation Environmental Laboratory (NAREL)

540 South Morris Avenue

Montgomery, AL 36117

email: clark.michael@epa.gov

office: (334)270-3404

fax: (334)270-3454

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: QA Gap Assessment - Next Steps
Start Date/Time: Wed 8/27/2014 8:30:00 PM
End Date/Time: Wed 8/27/2014 10:00:00 PM

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: QA Gap Assessment - Next Steps
Start Date/Time: Tue 8/26/2014 8:30:00 PM
End Date/Time: Tue 8/26/2014 10:00:00 PM

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: QA Gap Assessment - Next Steps
Start Date/Time: Mon 8/25/2014 9:30:00 PM
End Date/Time: Mon 8/25/2014 11:00:00 PM

From: Fraass, Ron
Location: LV-NCRFO-Room-LPC-602-Palo_Verde
Importance: Normal
Subject: Accepted: QA Gap Assessment - Next Steps
Start Date/Time: Tue 8/26/2014 8:00:00 PM
End Date/Time: Tue 8/26/2014 10:00:00 PM

To: Brozowski, George[brozowski.george@epa.gov]
From: Fraass, Ron
Sent: Sat 8/16/2014 12:00:45 AM
Subject: RE: Scanner Van To NM

George, Just got results from in interim gap assessment on our operations and will need to put off the external review a few months. I will let you know when we can accommodate John Rinehart. I know the tribe wants the scan.

Ron

Ronald G. Fraass, Director

National Center for Radiation Field Operations

4220 South Maryland Ave; Bldg C

Las Vegas, NV 89119

Tel: 702 784-8220

Fax: 702 784-8201

fraass.ron@epa.gov

From: Brozowski, George
Sent: Monday, August 11, 2014 9:41 AM
To: Fraass, Ron
Subject: Scanner Van To NM

Good morning Ron and great talking with you today. The scanner van, in your opinion, needs an external review, which will happen comes September and then we can go forward from there. Jon Rinehart would appreciate having the van either in September or October of this year.

Thanks again for your help/assistance and let's stay in touch.

George P. Brozowski | Regional Health Physicist | US EPA - Region 6 - Dallas, TX

214-665-8541 | 214-755-1530 cell | brozowski.george@epa.gov

To: Stradford, Virginia[Stradford.Virginia@epa.gov]
Cc: Cherepy, Andrea[Cherepy.Andrea@epa.gov]; Flynn, Mike[Flynn.Mike@epa.gov]
From: Fraass, Ron
Sent: Tue 8/12/2014 3:10:44 PM
Subject: FW: NCRFO Gap Analysis report
[Gap Analysis NCRFO REPORT DCB 20140811a.docx](#)

Ginny, Would you please print a copy for Mike. We are going to discuss it on Friday morning.

Thanks,

Ron

Ronald G. Fraass, Director
National Center for Radiation Field Operations
4220 South Maryland Ave; Bldg C
Las Vegas, NV 89119
Tel: 702 784-8220
Fax: 702 784-8201
fraass.ron@epa.gov

From: Askren, Daniel R.
Sent: Monday, August 11, 2014 1:55 PM
To: Fraass, Ron; Stafford, Andrea; Baer, Alejandra M.
Cc: Cherepy, Andrea
Subject: NCRFO Gap Analysis report

Attached please find the NCRFO Gap Analysis report.

Dan Askren

RadNet Real-Time Air Monitoring Program Operations Manager

National Analytical Radiation Environmental Laboratory

U.S. Environmental Protection Agency

540 S. Morris Ave.

Montgomery, AL 36115

334-270-3422